



## DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A AVENUE, BUILDING 10500  
FORT LEE, VA 23801-1809

AUG 19 2020

DCMA-DPS 002

MEMORANDUM FOR ALL DCMA EMPLOYEES AND APPLICANTS

SUBJECT: Policy Statement on Persons with Disabilities and Disabled Veterans

The Defense Contract Management Agency (DCMA) is committed to equal employment opportunities for Persons with Disabilities (PWD) and Disabled Veterans in all aspects of employment. At DCMA, our focus is to provide reasonable accommodations and ensure equal employment opportunity (EEO) in the hiring, advancement, training, and treatment of PWD and Disabled Veterans. No qualified individual will be denied the opportunity for advancement solely because of his or her disability. Through a proactive disability program, it is my goal for DCMA to serve as a model employer of PWD and Disabled Veterans.

It is the policy of DCMA to reasonably accommodate qualified PWDs unless the accommodation would impose an undue hardship on Agency operations and/or pose a direct threat to the PWDs or others. An accommodation is any change in the work environment or in the way things are customarily done that enables a PWD to enjoy equal employment opportunities. While many PWDs can work without an accommodation, other qualified applicants and employees face barriers to employment without an accommodation. This policy applies to both current DCMA employees and applicants for employment.

As DCMA leaders, we will strive to maintain a civilian workforce, in which PWD and Disabled Veterans, including those with targeted disabilities, are represented in every DCMA organization. Discrimination against qualified PWDs and Disabled Veterans will not be tolerated. Organizational leaders, supervisors, and managers perform a critical role in ensuring equality of opportunity for PWDs and Disabled Veterans. To this end, hiring officials must consider using the various recruitment sources and hiring authorities available to them and supervisors and managers must participate in the reasonable accommodation process.

The DCMA EEO Office will oversee the reasonable accommodation process and serve as the central Agency resource for PWDs and Disabled Veterans. The Agency Reasonable Accommodation Procedures Guidance is located at <https://360.intranet.dcma.mil/Directorate/PH-D/DD/DDO/SitePages/Disability.aspx>. Additional information on the procedures for requesting a reasonable accommodation can be obtained by contacting the DCMA EEO Office at (804) 609-4545 or [dcma.lee.hq.mbx.dcma-eeo-disability-asl@mail.mil](mailto:dcma.lee.hq.mbx.dcma-eeo-disability-asl@mail.mil).

A handwritten signature in black ink, appearing to read "David G. Bassett", is positioned above the printed name.

David G. Bassett  
LTG, USA  
Director